



State of New Jersey
DEPARTMENT OF EDUCATION
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January 7, 2014

TO: Chief School Administrators
Directors of Special Education
Administrators of a State Facility
Administrators of a Charter School
Administrators of a Non-Public School
Administrators of an Approved Private School for the Disabled
Administrators of a College-Operated Program
Statewide Special Education Advisory Council
Agencies or Organizations Concerned with Special Education

FROM: Peggy McDonald, Director 
Office of Special Education Programs

SUBJECT: Revised Procedures for Approved Clinic and Agency Professionals

In accordance with N.J.A.C. 6A:14-5.2(d), when a professional staff member leaves or a new professional staff member is hired to provide approved services to students with disabilities, approved clinics and agencies are required to notify the New Jersey Office of Special Education Programs (NJOSEP) within seven days of the change. To accomplish this, approved clinics and agencies notify NJOSEP by submitting a Request for Staffing Change form and in the case of newly hired professional staff, a copy of each potential employee's certification and license, where required, and criminal history review check (CHRC). It has been the practice of the NJOSEP to compile and post a list of active professionals on the New Jersey Department of Education's (NJDOE) website. Thus, schools and school districts cannot contract for the services of a particular professional until the professional's name appears on the list. Due to the volume of staff change requests, there is often a delay in updating the list, which could result in a delay in the start of services to a student.

Effective immediately, new procedures will be implemented for assuring that professional staff members employed by an approved clinic or agency have the appropriate credentials for working with students with disabilities. These new procedures will streamline the verification process and will expedite the provision of services to students. The following procedures will be implemented for schools and school districts seeking to contract with approved clinics and agencies as of **January 7, 2014**:

1. The NJOSEP will no longer maintain or update the list of professionals providing services through an approved clinic or agency.
2. When contracting with a school or school district after **January 7, 2014**, approved clinics and agencies must provide schools with copies of the appropriate credentials for the professional who will be evaluating a student or providing services in accordance with the student's IEP. These credentials must include, at a minimum, a copy of a current certification and license where required, and documentation of the CHRC conducted through the New Jersey Department of Education (NJDOE).
3. When the documentation provided by the approved clinic or agency demonstrates that the professional has obtained the required credentials, including documentation of the CHRC, the school may contract with the clinic or agency without delay.
4. When the license and/or non-citizen educational certificate of a professional staff member expires, approved clinics or agencies will submit the updated license or educational certificate to the school or school district where the professional is working.

The NJDOE will continue to maintain the list of approved clinics and agencies on its website. The list will include the identifying information of the approved clinic or agency and the approved services that may be provided.

The NJDOE will no longer maintain the list of approved clinic and agency professionals on its website. To assure that professionals employed by an approved clinic or agency were properly credentialed for the current school year which began on July 1, 2013 and ends on June 30, 2014, the approved clinic or agency must make the supporting documentation available to the school or school district seeking verification of each professional's credentials.

If you have any questions regarding these new procedures, you may contact Carol Kaufman or Cynthia Hoenes at 609-292-4692.

PM/JW/EL/ck

c: Members, State Board of Education
Senior Staff
Executive County Superintendents
Executive Directors for Regional achievement Centers
Executive County School Business Administrators
NJ Lee Group
Garden State Coalition of Schools
John Worthington
Elaine Lerner
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